

# HARMONY FIRE DISTRICT

194 Putnam Pike  
Glocester, R.I. 02814

At the request of the Harmony Fire District Executive Board and according to the District By-Laws (Article II, Line 4), an **Emergency Meeting** was called. It was held on **Thursday, May 22, 2014, 6:08 pm** at the Harmony Fire Station.

Present: Moderator – Milton Huston; Chief Stuart Pearson;  
Treasurer – Sandra Owens; Attorney – Fred Mason, Jr.  
Tax Collector/Clerk – Kimberly Barber;  
Board Members –  
James Richards, Louise Michaels & George Kain  
Lt. William Vota – HFD Association President

Absent: Board Member – Raymond Fogarty – excused

## I. – Meeting Called to Order:

Moderator Huston called the meeting to order at 6:08 pm. It was noted that Board Member Ray Fogarty was excused due to personal business.

The Moderator stated that the purposes of this emergency meeting are:

- a. finalize the board's recommendations for the Fiscal Year 2014-2015 Budget
- b. call an Executive Session regarding matters of Personnel  
It was noted that the individuals to be discussed were notified in writing.  
*RIGL 42-46-5(a)(1)*
- c. call an Executive Session regarding a possible Property Acquisition  
*RIGL 42-46-5(a)(5).*

## II. – Fiscal Year 2014-15 Budget:

Sandy supplied the board with a budget worksheet and discussion of the adjusted expenses line-by-line were as follows:

### ADMINISTRATION

*Executive Committee (60100) \$1,600*

Will keep the same next year. Only went over this year due to property testing.

*Third Party Billing Fees (60101) \$5,000*

Even though we were over this year, because we collected more revenue, we will keep it the same. We are anticipating reduced revenue next year due to Smithfield adding another rescue.

*Legal Fees (60105) \$2,600*

Same.

*Audit (60110) \$2,750*

Same.

*Insurance (60115) \$28,000*

This account was under this year, but we will leave it at the same amount to cover the

approximate 3% increase in rates next year.

*Workmen's Comp. (60116) \$350*

Same.

*Building Loan (60120) \$19,874*

Same.

*Tax Sale Expense (60121) \$250*

Same. Expenses go against revenue.

*Office Expense (60125) \$4,500*

Increase \$500 due to fees to attend the Northeast Regional Tax Collectors and Treasurer's Association conference.

*Telephones (60140) \$5,000*

Same.

*IT (60150) \$11,750*

It is proposed to increase this account by \$1,750 to pay for new projects and website improvements.

ADMINISTRATION total is \$81,674, which is a modest 2.8% increase over last year's budget.

## PERSONNEL

*Admin. Salary (60200)*

To be discussed during Executive Session.

*Call Pay (60205) \$48,500*

Increased \$2,500 to cover the 50¢ per/call proposed increase this year for the volunteers. This will offset the per/diem personnel pay raise also proposed. The Chief commented that it has been 3 years since they have had an increase.

*Chief's Salary (60210)*

To be discussed during Executive Session.

*EMS Personnel (60211) \$67,500*

Increased \$2,500 to cover the 50¢ per/hour proposed increase for the per/diem EMT's this year in all 3 Gloucester Fire Districts.

*Incentive Pay (60216) \$9,000*

Same.

*Employer P/R Taxes (60220) \$24,000*

Increased \$2,000 to compensate for the additional taxes due to the pay increases.

*Fringe Benefits (60223) \$27,500*

Decreased to cover only health insurance, dental insurance and clothing allowance. Kim commented that the Blue Cross increase this year will be \$2,667.

*Payroll Expenses (60225) \$1,200*

Same.

*Retirement Allowance (60230) \$10,000*

Same.

*Overtime (60235) \$250*

Sandy proposed getting rid of this account. The Chief explained that this account was necessary to keep to prove administrative payroll expenses in the case of federal reimbursements.

*Medical (60245) \$300*

PERSONNEL total is \$188,250 without the two salary figures.

#### FIRE PROTECTION/EQUIP./OPERATIONS

*Equip. Replacement (60300) \$6,200*

Same.

*Consumable/Services (60305) \$8,000*

Same.

*Radios (60310) \$6,000*

Same.

*Gear Replacement (60312) \$6,700*

Same.

*Truck Replacement (60315) \$30,000*

Same.

*Training (60320) \$11,250*

Increased \$3,500 to cover an EMT reimbursement, as well as the Chiefs conference dues and expenses. As an officer in these groups the Chief's expenses had all been paid for in the past.

FIRE PROTECTION/EQUIP./OPERATIONS total is \$68,150.

#### EMERGENCY MAINTENANCE

*Misc. (6040) \$2,100*

Same.

*Vehicle Maintenance (60410) \$20,000*

Same.

*Fuel (60420) \$14,000*

Increased \$4,000 to cover rate increases. Louise asked if we couldn't perhaps get lower prices by shopping around. Willy explained that these are the state bid rates, so they would be the lowest you would get. Milton commented that we were quite a bit over budget this year, so the increase is actually less in reality.

EMERGENCY MAINTENANCE total is \$36,100, a 12.5% increase overall.

#### BUILDING & GROUNDS

*Maintenance (60500) \$15,000*

Increased \$500. \$250 of this increase is for fire alarm testing in the building. This is the first time this vendor has increased his rates in 5 years.

*Electricity (60505) \$6,500*

Same.

*Heat (60510) \$19,000*

Increased \$3,000. This is the first time our vendor has increased his heating oil rate in 5 years. He was at \$3.599 and has increased to \$3.899. With our usage this year x this new rate that's \$18,223.

BUILDING & GROUNDS total is \$40,500.

## OTHER

*Fire Prevention (60600) \$1,500*

Same.

*Annual Banquet (60605) \$4,000*

Same.

*Life Insurance (60610) \$22,500*

Same.

*Uniforms (60620) \$2,000*

Same.

*Recognition Program (60615) \$3,000*

Same.

*Grant Fund Expenditures (60625) \$2,500*

New account created to offset grant funds received. Previously we had the expenditures hit the revenue account, which then did not correctly state the total grant funds we had received.

OTHER total is \$35,500.

**Total Expense Budget \$450,174 without the salary additions.**

## CAPITAL IMPROVEMENT FUND

*Capital Item Carryovers:*

Energy Review (61121) \$2,000

Motion made by Louise to rename 61121 from Risk Insurance Review to Energy Review. George seconded it. The motion carried unanimously.

*Proposed Capital Items:*

Radio System (#####) \$0

The Chief stated that the 3 fire chiefs had met with the radio company just last week and were given an estimated budgetary number of \$350,000. The vendor then provided lease options available of 4, 5 or 7 years. The said the lease would be at a rate of 3.84% and the first payment would not be due until 1 year after the contract is executed. So for a 5 year lease the payment would be \$78,417 divided amongst the 3 districts. There has not been a complete plan drawn up yet, so there is nothing to review at this time. So this is something to keep in mind for the 2015/16 budget and 4 more years beyond. Some discussion followed about the radio system. Milton and Jim agreed that we should keep this item listed under the 2014/15 Budget for Capital Items, with a \$0 dollar amount, so we can explain to the taxpayers about it.

Chief Vehicle – New (#####) \$41,025

The Chief got a quote of \$41,025. He said this was with no trade or lease, just to buy outright. George asked how many miles were on his current vehicle. The Chief replied 82,000. Louise asked what year is it. He said 2007. Sandy asked what the value of it was. He said the Kelly Blue Book value was \$8-10,000. Louise asked if he thought we should trade it in or sell it. He said that the dealers definitely low ball you on trade-ins, so we would probably do better selling it. George asked who he had got the bid from. He said MHQ, it is a federal bid quote for the same exact vehicle he has now. He also knows of a government surplus site we can post it on for free that has a huge advertisement field. Willy said he can get more information about that. Kim asked if it would be a 2014 or a 2015 vehicle. He said a 2015. Jim said that the one important thing

we should do is to go out to bid. He feels that the bid is greatly inflated. They are notorious for that.

Land Acquisition (#####) \$0

To be discussed during Executive Session.

SCBA's (#####) \$5,800

30 total Self Contained Breathing Apparatus –

10 each Fiscal Year 2013/14, 2014/15, 2015/16

**CAPITAL IMPROVEMENT FUND total is \$46,825, not including carryover item.**

#### PROPOSED REVENUE

Property Taxes (40100)	\$445,000	\$462,856
Interest on Bank Accounts (40200)		\$1,500
Third Party Billing (40300)	\$100,000	\$80,000
Smoke Al/Blue Prt/Incident Rpt (40400)		\$1,200
Other Misc. Income (40401)		\$250
Grants Received – State & Local (40500)		\$2,500
	<u>\$549,350</u>	<u>\$530,450</u>

The Third Party Billing revenue is anticipated to decrease since Smithfield Fire Department has added another rescue and our mutual aid runs will be going down.

The 2013 tax levy was \$444,823, with a tax rate of \$1.48 on assessed value of 300,556 thousandths. Proposed is an increase to a tax rate of **\$1.54** (+6¢), which is a 4.1% increase with a tax levy of \$462,856. This tax levy is an estimate since we do not have the actual revaluation assessment figures.

The remaining revenue to balance the budget would be transferred from General Funds.

#### III. – Executive Session Regarding Matters of Personnel:

George then made a motion to go into Executive Session regarding matters of personnel pursuant to *RIGL 42-46-5(a)(1)*. Jim seconded it. The motion carried unanimously.

The Board recessed for Executive Session at 6:38 pm and the regular meeting reconvened at 7:15 pm.

Jim made a motion to seal the minutes of the Executive Session. George seconded it. The motion carried unanimously.

The Moderator asked for a motion to ratify the recommendations of the Board concerning the pay raise items discussed during Executive Session.

The first item was the Administrative (60200) pay raise of 3% and the addition of a Whole Life Insurance (60610) policy. Louise made the motion. Jim seconded it. The motion carried unanimously.

The second item was the Chief's Salary (60210) which will be contractual for 3 years at a 2% pay raise per/year. A new account will also be created called *Chief Grant Proposals* (60224), in the amount of \$12,500, which will be used to pay the Chief's grant incentive through weekly payroll. Another new account will be created called *Chief Vacation/Sick Time* (60226), in the

amount of \$10,064, which will be used to pay the Chief's accrued vacation/sick time over the next 3 fiscal years through payroll. One paycheck will be cut on July 1<sup>st</sup>. It was also recommended that the Chief's life insurance policy be changed to a Whole Life instead of a Term Life policy (60610). Louise made the motion. Jim seconded it. The motion carried unanimously.

**Total expense budget including above items is now \$586,498 + capital items = \$633,323.**

**IV. – Executive Session Regarding Possible Property Acquisition:**

George then made a motion to go into Executive Session regarding matters of possible property acquisition pursuant to *RIGL 42-46-5(a)(5)*. Jim seconded the motion. The motion carried unanimously.

The Board recessed for Executive Session at 7:18 pm and the regular meeting reconvened at 8:20 pm.

Jim made a motion to seal the minutes of the Executive Session. George seconded it. The motion carried unanimously.

No recommendations were made by the board at this time regarding the possible property acquisition. Further research will be undertaken by the Property Review work team for future discussion. No monies are to be budgeted for fiscal year 2014/15.

**V. – Adjournment:**

Louise made a motion to adjourn the Emergency Meeting. Jim seconded it. The motion carried unanimously. The May 22<sup>nd</sup> Emergency Meeting of the Harmony Fire District Executive Board was adjourned at **8:26 pm**.

<b>Annual Meeting:</b>	<b>Saturday, June 7, 2014 at 10:00 am</b>
<b>Polls Open:</b>	<b>Friday, June 6, 2014 from 5-8:00 pm</b>
	<b>Saturday, June 7, 2014 from 8-9:45 am</b>

Respectfully Submitted,



Kimberly S. Barber  
Tax Collector/Clerk